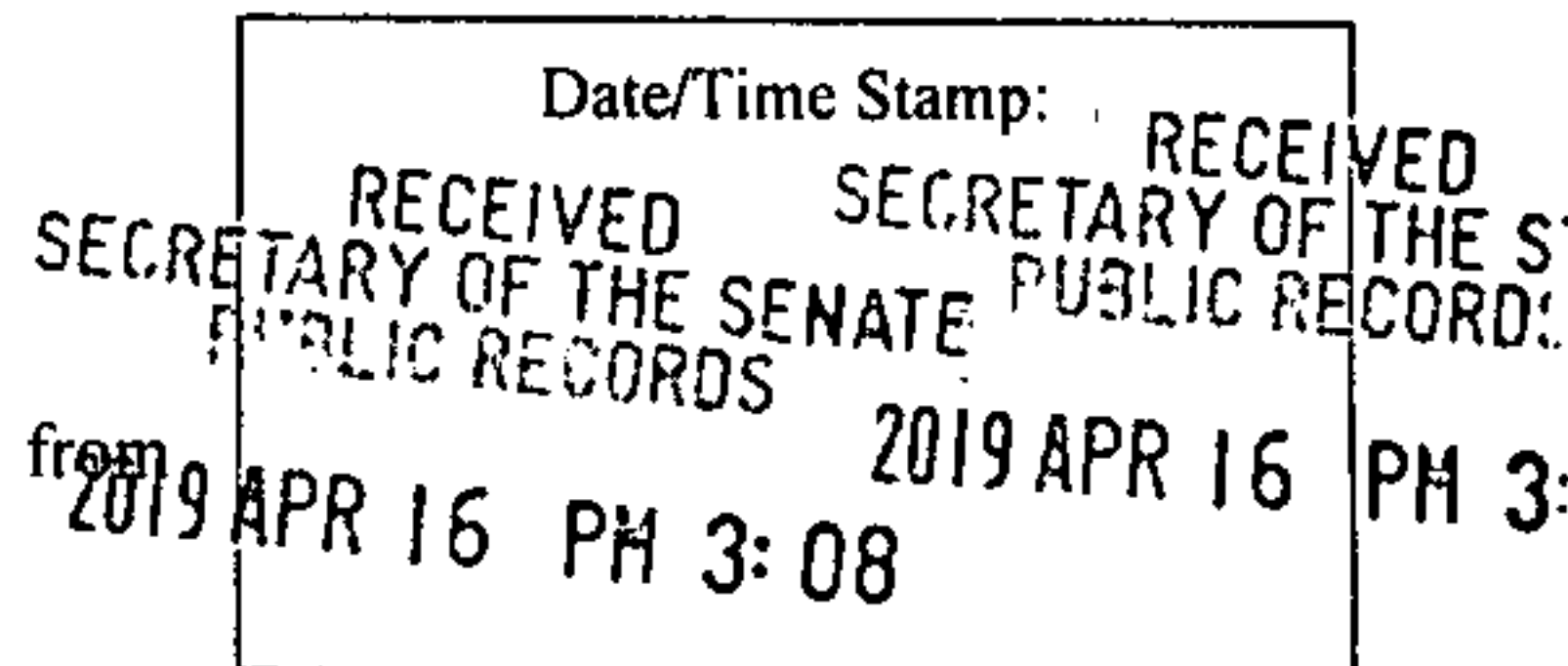


# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**



In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program)

Travel date(s): April 20 to April 22, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$72.79	\$234.00	\$166.89	\$444.36 of Conference Services

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Participated in a Socrates Seminare at the Aspen Insitute's Wye River Campus in

Quennstown, Maryland.

4/16/19  
(Date)

Alexandra Davis  
(Printed name of traveler)

Alexandra Davis  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/16/19  
(Date)

Chris Carson  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Aspen Institute (Socrates Program)
2. Description of the trip: The Aspen Institute (Socrates Program) is sponsoring a Socrates seminar for junior congressional staff to discuss the role of Congress in our democracy.
3. Dates of travel: April 20-22, 2018
4. Place of travel: Queenstown, MD
5. Name and title of Senate invitees: Please see attached roster.
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

- OR -

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organization leaders, members of the press and the general public. (See continued response.)

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$78.00 for bus	\$234.00 for two nights (\$117.00 per night)	\$172.50	\$336.00 conference room fees (includes meeting facilities, set up/take down, cleaning), reading copyrights, and moderator fee

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) The trip is organized specifically with regard to Congressional staff participation in order to support their leadership and professional development.

18. Reason for selecting the location of the event or trip

The location is close to Washington, DC for easy staff and moderator travel.

19. Name and location of hotel or other lodging facility:

Wye River Conference Center, 600 Aspen Drive, Queenstown, MD 21658

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference Center property.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Rooms are \$117/day, which reflects the per diem limit.

Meals are \$69.00/day, which reflects the per diem limit.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation will be provided by bus to and from the conference center.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Elliot Gerson

Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Programs

Name of Organization: The Aspen Institute

Address: 2300 N Street NW, Washington, DC 20037

Telephone Number: 202-736-5859

Fax Number: 202-467-0790

E-mail Address: lisa.jones@aspeninstitute.org

**Appendix to Private Sponsor Travel Certification Form, Aspen Institute  
Socrates Program for the Emerging Governance Leaders Seminar, April 20-22,  
2018**

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute received general funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.



**#5. Name and titles of Senate invitees:**

**Mr. L.J. Chavis**  
Fellow  
Office of Senator Ben Sasse

**Ms. Natalia Diez Riggins**  
Legislative Assistant  
Office of Senator Mike Enzi

**Ms. Hannah Griffith**  
Staff Assistant  
Office of Senator Marco Rubio

**Ms. Caitlin Soto**  
Oversight Counsel  
Senate Finance Committee

**Mr. David Daniels**  
Staff Assistant  
Office of Luther Strange

**Mr. Francisco Bencosme**  
Legislative and Research Assistant, Minority  
Senate Foreign Relations

**Mr. Lorenzo Rubalcava**  
Legislative Aide  
Office of Senator Stabenow

**Mr. Andres Hoyos**  
Agriculture Legislative Assistant  
Office of Senator Maggie Hassan

**Ms. Emily Benavides**  
Press Secretary  
Office of Senator Rob Portman

**Mr. Julius Niyonsaba**  
Legislative Aide  
Office of Senator Dick Durbin

**Mr. Grant Barbosa**  
Legislative Assistant  
Office of Senator Kamala Harris

**Mr. Anton Castaneda**  
Legislative Correspondent  
Office of Senator Tim Scott

**Mr. Jonathan Pacheco**  
Legislative Correspondent  
Office of Senator John McCain

**Mr. Alexandra Davis**  
Foreign Policy Legislative Fellow  
Office of Senator Chris Coons

**Ms. Chaffon Davis**  
Deputy Press Secretary  
Office of Senator Tim Scott

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March 16, 2018

Cordell Carter, II

Executive Director

Socrates Program

Ms. Alexandra Davis  
Office of Senator Chris Coons  
U.S. Senate  
Washington, DC

Dear Ms. Davis:

I would like to invite you to participate in a seminar program as a part of the Emerging Governance Leaders Seminar Series. This seminar, "Leadership and the Role of Congress," is designed for the educational benefit of a bipartisan, bicameral group of congressional staff focusing on the foundations of Congress and its role in the nation's governance. The seminar will be held at the Aspen Institute Wye Campus located in Queenstown, Maryland from April 20-22, 2018.

We have assembled two outstanding moderators to lead the seminar: Ron Christie, former policy advisor to Vice President Cheney and Special Assistant to President George W. Bush, and Basil Smikle, a Senior Advisor and former Executive Director of the New York State Democratic Party. Seminar discussions are text-based, all reflecting on the role of governance, leadership, and "the good society."

This seminar is designed for congressional staffers, by invitation only. In a diverse country like the U.S., it is imperative that future governance leaders are being nurtured, trained and mentored to fill and succeed in senior congressional staff roles. The Emerging Governance Leaders series convenes an inclusive cohort of congressional staffers to engage in values-based discussion for personal and professional leadership development. We will provide you with the required forms and documentation for filing with the House/Senate Ethics Committee. Our purpose is education, not advocacy.

Participants should plan to depart from Capitol Hill at 5:00 p.m. on Friday, April 20<sup>th</sup> and the program will end at 1:00 p.m. Sunday, April 22<sup>nd</sup>. The Socrates Program will provide a shuttle from Capitol Hill to Wye on Friday, and returning on Sunday. Should you accept the invitation, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are covered for entertainment or recreation.

If you have any questions, please feel free to call Socrates Program Deputy Director Luis Renta at 202-736-3550. I hope you will be able to join us for this exciting seminar.

Sincerely,

Cordell Carter, II  
Executive Director, Socrates Program

2300 N St., NW

Suite 700

Washington, DC 20037-1133

PH 202.721.5589

socrates@aspeninstitute.org

www.aspeninstitute.org

LEADERSHIP





**Emerging Governance Leaders Seminar**  
*Leadership & the Role of Congress*

Moderators: Basil Smikle and Ron Christie

**Seminar Weekend Schedule**

April 20-22, 2018

Aspen Institute Wye River Campus  
Queenstown, Maryland

*Seminar Location: Houghton House (HH)*

**Friday, April 20<sup>th</sup>**

- |                       |  |
|-----------------------|--|
| 5:00 p.m.             | Shuttle departure from Capitol Hill  |
| 7:00 p.m. - 8:00 p.m. | Seminar Check-In & Registration<br><i>Houghton House</i>   |
| 8:00 p.m. - 9:30 p.m. | <b>Socrates Opening Dinner and Program</b><br>"Responsible Governance and Your Role in Congress"<br>A conversation with <b>Betsy Wright Hawkings</b> , Democracy Fund Governance Initiative Program Director, and <b>Jean Parvin Bordewich</b> , Hewlett Foundation Madison Initiative Program Officer.<br>Moderated by <b>Cordell Carter</b> , Socrates Program Director<br><i>Houghton House Dining Room</i> |

**Saturday, April 21<sup>st</sup>**

- |                        |   |
|------------------------|---|
| 7:45 a.m. - 9:00 a.m.  | Breakfast<br><i>Houghton House Dining Room</i>  |
| 9:00 a.m. - 12:00 p.m. | <b>Seminar Session I: Learning to Lead</b><br><i>Seminar discussion based on the following texts:</i> <ul style="list-style-type: none"><li>• Aristotle, <i>Nicomachean Ethics</i>, selection</li><li>• Mencius, <i>Human Nature</i>, selection</li><li>• Simone de Beauvoir, <i>The Second Sex</i>, selections</li><li>• Martin Luther King, Jr., "Letter from Birmingham City Jail"</li><li>• Chimamanda Adichie, "The Danger of a Single Story"</li></ul> <i>Houghton House Main Conference Room</i> |

**Morning Break**  
*Houghton House Break Room*

**Working Lunch with Discussion of Seminar Session I**  
 Conversation will consider the tenets of leadership established during session I, and how classic and contemporary texts consider effective leadership.  
*Houghton House Dining Room*

## Seminar Session II: Foundations in Systems of Governance

*Seminar discussion based on the following texts:*

- Aristotle, *Politics*, Book I, Chapters 1-7
- Niccolo Machiavelli, *The Prince*, Chapters 1, 8, 15, 17, 18, 21, 23
- Ursula K. Le Guin, "The Ones Who Walk Away from Omelas," 1973
- John Gramlich, "How Countries Around the World View Democracy, Military Rule and Other Political Systems," Pew Research, October 20, 2017
- "The Common Law and Civil Law Traditions," *The Robbins Religious and Civil Law Collection*, University of California at Berkley
- Alexis de Tocqueville, *Democracy in America*, 1835, selection Federalist Paper No. 10, "The Union as a Safeguard Against Domestic Faction and Insurrection," 1787
- Federalist Paper No. 51, "The Structure of the Government Must Furnish the Proper Checks and Balances Between the Different Departments," 1788
- Anti-Federalist No. 3, "New Constitution Creates a National Government; Will Not Abate Foreign Influence; Dangers of Civil War and Despotism," 1787-1790
- Federalist Paper No. 69, "The Real Character of the Executive," 1788
- Federalist Paper No. 73, "The Provision for the Support of the Executive, and the Veto Power," 1788

*Houghton House Main Conference Room*

Afternoon Break  
Houghton House Break Room

## Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel



and the Palestine Authority resulting in the Wye River Memorandum. This historical tour will connect the history and discussions of the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

*Wye Campus*

7:00 p.m. – 8:30 p.m.

**Working Dinner with Discussion of Seminar Session II**

Conversation will consider the historical impact of the U.S. Constitution compared to established governance systems.

*Houghton House Dining Room*

8:45 p.m. – 10:00 p.m.

**Fireside Chat**

*“Life & Lessons in Congress”*

A conversation with **William Hoagland**, Bipartisan Policy Center Senior Vice President.

Moderated by **Cordell Carter**, Socrates Program Director

*Houghton House Library*

**Sunday, April 22<sup>nd</sup>**

7:45 a.m. – 9:00 a.m.

**Breakfast**

*Houghton House Dining Room*

9:00 a.m. – 12:00 p.m.

**Seminar Session III: The Role of Congress & Our American Democracy**

*Seminar discussion based on the following texts:*

- U.S. Constitution, Article I, Section 1
- U.S. Constitution, Article II, Section 2
- Abigail Geiger and John Gramlich, “The Changing Face of Congress in 5 Charts,” Pew Research Center, February 2, 2017
- Emily Yankowitz, “Pacifcus/Helvidius Letters,” Mount Vernon Digital Encyclopedia
- Alexander Hamilton, “Pacifcus No. 1,” 1793
- James Madison, “Letters of Helvidius, No. 1,” 1793
- Chicago Tribune Editorial Board, “Downsize the Imperial Presidency,” *The Chicago Tribune*, November 15, 2016
- Joe McGinniss, *The Selling of the President 1968*, 1970, selection

*Houghton House Main Conference Room*

10:30 a.m. – 10:45 a.m.

**Morning Break**

*Houghton House Break Room*

12:00 p.m.

Check-out from room

888.888.8881.45

12:00 p.m. – 1:00 p.m.

**Working Lunch with Discussion of Seminar Session III**

Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today.

*Houghton House Dining Room*

1:00 p.m.

**Shuttle departs for Capitol Hill**

8000000001495



## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Alexandra Davis

Employing Office/Committee: U.S. Senator Chris Coons

Private Sponsor(s) (list all): The Aspen Institute (Socrates Program)

Travel date(s): April 20- April 22, 2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Queenstown, MD

**Explain how this trip is specifically connected to the traveler's official or representational duties:**

This trip falls under the purview of my portfolio because it is organized to support the leadership and professional development of congressional staff. As a Legislative Fellow for Senator Coons, I am responsible for supporting the Senators' role on the Foreign Relations and Appropriations Committees. These duties require me to understand how Congress works to effectively support the Senator's legislative agenda, and work with colleagues across the aisle. This Aspen Institute Socrates course will allow me to work with a bipartisan group of staffers to learn about the foundations of Congress and its role in our nation's governance.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

**I certify that the information contained in this form is true, complete and correct to the best of my knowledge:**

04/10/2018  
(Date)

Alex S. Davis  
(Signature of Employee)

**TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):**


I, Christopher A. Coons hereby authorize Alexandra Davis  
*(Print Senator's/Officer's Name)* *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

04/16/2018  
(Date)

ee's spouse or child is appropriate to assist in the representation



(Signature of Supervising Senator/Officer)